This is Section C of *Employee Maintenance*. Complete Section A before starting this section.

Section C

Refer to SEMA4 Help for the most current SEMA4 information. This learning guide may be less current than instructions found in SEMA4 Help.

To request a reasonable accommodation and/or alternative format of this document, contact the Statewide Administrative Systems Help Line at (651) 201-8100 or accessibility.mmb@state.mn.us.

Introduction

In this topic, you will practice processing promotion, demotion, transfer, and movement transactions in SEMA4.

Things to Consider Before You Enter Data

Promotion, Demotion, Transfer, Movement

To save time and improve accuracy, consider these items *before* entering the transaction.

➢ Refer to the bargaining unit contract or plan regarding language on promotion, demotion, or transfer eligibility, as they may vary.

➢ Verify the salary information.

➢ Compare the compensation of the current job with the new job. Identify whether the transaction is a promotion, demotion, transfer, or movement. If you need help, review Administrative Procedure 15.6, Transfers/Demotions/Promotions. Also, check the Glossary in SEMA4 Help.

➢ For a promotion, verify that the amount of the increase does not exceed the maximum of the range or salary limits in contracts and plans.

➢ For a movement, for the purpose of determining salary, apply the same formula as promotion, demotion or transfer.

➢ Check the position record to make sure the information is accurate, especially: Job Code, Status, Department, Location, Business Unit, Title, Seniority Unit, Reg/Temp, Full/Part Time, Standard Hours, Classified Indicator, FTE, and Not To Exceed Date. Check the Position Funding.

➢ Choose the appropriate Action and Reason. Refer to the check lists in SEMA4 Help.

➢ If compensation is off step, be sure the Rate Code is correct.

➢ Add notes if it is an unusual transaction, or if the employee is given more than three steps on promotion.

➢ Figure out the Eligible For Next Increase date.

➢ If you do not have security clearance to the employee's record, process a department ID change before entering the transaction.

Promotion

Use the Promotion action to appoint an employee with permanent or probationary status to a position with permanent or probationary status in a higher job class. The higher job class has a salary range maximum which meets one of the following criteria:

- Is two or more salary steps higher than the maximum of the current job class; or
- Requires an increase of two or more steps to pay the employee at the minimum of the new range.

Some examples of promotions are:

- Competitive Open Appointment
- Agency Competitive Placement

Compare Promotion to Movement

Select Promotion if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Select the Movement action if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a promotion.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select **Check Lists**.	HR & Payroll Check Lists appear
3. Select **Promotion**.	Promotion – Reason Codes page displays
4. Select the lightning bolt button next to Agency Competitive Placement (ACP). • Read the hint.	A pop up box with a hint appears
5. Select again.	The hint disappears

ACTION	RESULT

6. Select **Agency Competitive Placement (ACP)**.
 	
   • Read the check list.
   • Notice the reason code, ACP.
	Promotion - Agency Competitive Placement – Check List displays

7. Select **Hires: Unlimited Classified Positions Operating Policy and Procedures**.	Operating Policy and Procedure page displays
8. Select the Back button on the browser.	Check list appears again

9. Scroll down. Select **WHOA! Better Check Those Critical Fields Before Saving This Transaction**.
Notice the fields that have required values:
 	
   • Regular/Temporary
   • Classified Indc
   • Empl Class
	A pop-up box displays, listing fields with required values

10. Select the Back button.	Promotion – Reason Codes page displays
11. Agency Competitive Placement is not the only reason code for the Promotion action. Look at some other lightning-quick hints, for descriptions of other reason codes.	Hints display
12. Exit SEMA4 Help.	

Process a Promotion – Walk-through

In this walk-through, you will process a promotion.

Dana Cooper, a Management Analyst 2, is being promoted to Management Analyst 3. You have security clearance to the job and position records. You have viewed the position record of Dana's new position, and it does not require any changes.

> The action is **Promotion** because the employee is in permanent or probationary status, and is being appointed to a higher job class, in permanent or probationary status. The higher job class has a salary range maximum which meets one of the following criteria:
>
> - Is two or more salary steps higher than the maximum of the current job class; or
> - Requires an increase of two or more steps to pay the employee at the minimum of the new range.

ACTION	RESULT
1. Sign in to the **User Training** database, using your training user ID and password.	Main menu appears
2. Select Workforce Administration > Job Information > Job Data.	The Job Data search page displays
3. In the **EmplID** field, enter 000667_ _ (substituting your two-digit code for the blanks) and select **Search**.	**Work Location** page displays information for Dana J. Cooper
4. Be sure that the current or future row you want to copy displays.	For this example, the current row is displayed
5. To insert a row of information, select the plus sign button.	SEMA4 copies the row you are viewing and inserts today's date in the Effective Date field

The steps for processing a promotion are similar to some of the steps for processing a hire. Abbreviated steps will be shown here. See the *Hire* topic in Section A of the learning guide, or SEMA4 Help, if you need more detail or field definitions.

Begin with the **Work Location** page.

Field Name	Data
1. Effective Date • Enter the first day of the promotion. • If a warning message displays, verify the effective date.	04/02/2015
2. Action • Select **Promotion**.	Promotion
3. Reason • Select the appropriate reason.	ACP, Agency Competitive Placement
4. Position Number • Enter or look up the new position number. Press **Tab**.	00030002

FIELD NAME	DATA
5. Position Entry Date • This is the date the position number was assigned to the employee.	04/02/2015
6. Establishment ID • Use the Look Up page to select a value.	H5542

Select the **Job Information** page.

FIELD NAME	DATA
1. Entry Date • Change the job code entry date, if necessary. This is the date the job code was assigned to the employee record. • This date affects the employee's class seniority, as defined in collective bargaining unit agreements or compensation plans. *Be sure this date is accurate*.	04/02/2015
2. Regular/Temporary • View for accuracy. Data came from the position record. For Promotion – Agency Competitive Placement, it must be Unlimited or Seasonal. • This field affects employee insurance eligibility.	Unlimited
3. Full/Part • View for accuracy. Data came from the position record. • This field affects employee insurance eligibility.	Full-Time
4. Empl Class • For a promotion, you must select Probatnry or Permanent.	Probatnry
5. Officer Code • Review the employee's benefit eligibility and select the appropriate value. • This field indicates the employee's eligibility for Manager's Income Protection Plan (IPP) and any other insurance benefits associated with being a manager.	Non-Manager
6. Classified Indc • Check for accuracy. This data came from the position record. For Promotion – Agency Competitive Placement, it must be Classified	Classified
7. Standard Hours • Check for accuracy. This data came from the position record. • A change in standard hours can affect insurance eligibility and will change the FTE.	40.00

Select the **Job Labor** page.

FIELD NAME	DATA
1. Bargaining Unit • View for accuracy. Data came from the position record. • This field affects employee insurance eligibility.	214
2. Union Code • View for accuracy. Data came from the position record. • This field affects employee insurance eligibility.	MAP

Select the **Payroll** page.

FIELD NAME	DATA
1. Pay Group • This field is view-only and cannot be changed after the record was created. You can ignore the value displayed.	Accept default
2. Holiday Schedule • Select the appropriate value. If the employee is not eligible for holidays, select NONE – No Holiday Schedule.	HOL
3. Employee Type • Select hourly or salaried.	H
4. Tax Location Code • Accept the default MN; if the work location is outside of Minnesota, select the correct state.	MN
5. FICA Status • Accept the default or select a value.	Subject

Select the **Salary Plan** page.

FIELD NAME	DATA
1. Grade Entry Date • Accept the displayed value.	Accept default
2. Step • If the compensation is on step, select the appropriate step for the promotion.	2
3. If a step value was entered, select the green double arrow button (refresh).	
4. Step Entry Date • Enter the date the employee entered this step.	04/02/2015

Select the **Compensation** page.

FIELD NAME	DATA
1. Rate Code • If you entered a step on the Salary Plan page, you will see rate code ONSTEP. • If you did not enter a step on the Salary Plan page, select the appropriate rate code. Off step rate codes are defined in the *Off Step Rate Codes – Reference*. • Commissioners Plan and Managers Plan employees are always off-step; their promotional increases are based on a percent, not steps.	ONSTEP
2. Comp Rate • Verify the amount is correct. Rate code and comp rate filled in based on the step on the Salary Plan page.	19.39
3. Select **Calculate Compensation**.	The employee's total compensation rate displays
4. Compensation Rate (displayed below the Action field) • Verify the employee's total compensation rate.	19.39

Select the **Leave/WOC** page.

FIELD NAME	DATA
1. Special Program • Leave it blank or select a value. • If the employee is appointed as a workers´ compensation-related placement, select Workers´ Compensation. If the employee is filling an essential position, select Essential. Do not select Not Available; this is for historical rows only.	None
2. Salary Authority • Select the appropriate value. • Data does *not* fill in from the position record. You have to review this field whenever you enter a position number, and change it if necessary.	MAP
3. Leave Authority • Use the Lookup page to select the appropriate value. • This is the set of rules governing an employee's eligibility for leave calculation, accrual, and usage.	PE5

Select the **Employment Data** component link.

The Employment Information page displays.

FIELD NAME	DATA
1. Probation Date • If the Empl Class is Probationary, enter the date the probation ends.	09/23/2008
2. Anniversary/Progression Date • If this is a hire, rehire, or promotion for salary purposes, enter the effective date of this transaction. • The anniversary or progression date is a *specific date* from which the Eligible for Next Increase date is calculated for all progression (also known as "step") increases.	04/02/2015

FIELD NAME	DATA
3. Last Verification Date • Complete this field if your agency tracks this data. This is the most recent date the employee verified personal data.	
4. Appointment End Date • If applicable, enter the date that corresponds to the last day the employee will be on the job. The appointment end date, which pertains to the employee's job, must be the same as, or prior to, the Not To Exceed Date on the position record.	

Select the **Additional Employment Info** page.

FIELD NAME	DATA
1. Agency Use Date • Enter a date if it applies to the specific purpose set forth by your agency's policy.	
2. Barg Unit Seniority Date • Enter the date the employee enters the bargaining unit. If the employee's contract has no provision for bargaining unit seniority, leave it blank.	

Field Name	Data
3. Agency Seniority Date • Enter the date the employee started continuous employment with the current agency (example: Department of Human Services). • Use this field to track agency length of service as defined in collective bargaining agreements and salary plans. This field appears on the Seniority Roster Report (HP6370).	Accept displayed date
4. Eligible for Next Increase • Enter the date the employee is eligible for an increase. • Check the contract or plan. • If you leave this field blank, the employee may not appear on the Salary Increase/Probation End Date Report (HP6150).	04/02/2016
5. Security Clearance Type • For most employee's, select 0 (Not Required). • Select 2 (Secret) only if there is a legal or business reason to exclude the employee's public data from view. Use this value when the employee's employment with the state must be excluded from public knowledge.	0
6. Email Address • Enter or verify the employee's email address at work. The insurance unit uses email to contact employees.	dana.cooper@state.mn.us
7. Phone Type • Select the phone type.	Main Business
8. Telephone • Check the telephone number and change it if necessary.	651/555-9901

Select the **Benefits Program Participation** link.

The Benefit Program Participation page appears.

FIELD NAME	DATA
1. Annual Benefits Base Rate • Accept the default. SEMA4 automatically updates this field for all agencies except MnSCU. MnSCU users should review the field, and change the value in SCUPPS if it is incorrect. • This field affects employee insurance eligibility.	Leave unchanged
2. Salary Authority • Check for accuracy. • This field affects employee insurance eligibility.	Leave unchanged

FIELD NAME	DATA
3. Retirement Code • Select the appropriate retirement plan code. • This field affects employee insurance eligibility.	AA
4. Benefits • Accept STATE, or most employees. COUNTY applies to certain employees participating in their county benefits program. • This field affects employee insurance eligibility.	STATE
5. Special Elig • Select the appropriate code. Refer to the *Special Eligibility Codes – Reference* in SEMA4 Help. • This field affects employee insurance eligibility.	MF12
6. Effective Date and Benefit Program in the Benefits Program Participation group box • The information in these fields is maintained by central benefits staff and is updated nightly by a batch job.	Leave unchanged

ACTION	RESULT
1. Select **Save**. • If a warning appears, read the message and select **OK**.	*Saved* displays briefly in the upper-right corner
2. Job Data Notepad (button that looks like a notebook) • For this walk-through, no notes are needed. • Use Job Data Notepad to enter special notes regarding job data information when entering an unusual transaction, or when the reason code Other is used.	Leave blank
3. Create or modify a work schedule for the new appointment. • For this walk-through, do not create or modify a work schedule.	

SEMA4 Tips

Promotion, Demotion, Transfer, Movement

When processing a promotion, demotion, transfer, or movement, use the following tips to check your work.

- ✓ Be sure the Reason is correct.

- ✓ Make sure the row you added has a Position Number different from the previous row.

- ✓ Make sure the Empl Class is probationary or permanent.

- ✓ Commissioners Plan and Managers Plan employees must be off-step; their promotional increases are based on a percent, not steps.

- ✓ Be sure the salary information is entered correctly.

- ✓ Be sure the proper Probation Date is entered.

- ✓ If the transaction is a promotion for salary purposes, enter the effective date in the Anniversary/Progression Date field. This is where you record the date of the last hire, rehire, or promotion for salary purposes.

- ✓ Check that the Eligible for Next Increase date is accurate.

- ✓ Be sure the work Email Address and Telephone are up-to-date.

- ✓ Check the Special Elig code.

- ✓ After you save, enter notes if it is an unusual transaction, or if the employee is given more than three steps on promotion.

- ✓ If necessary, check the Leave Accrual Date.

Process a Promotion – Exercise

In this exercise, you will process a promotion, using Reason code COM.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the walk-through
- SEMA4 Help

Directions

You are filling an Information Technology Spec 1 position by promoting Mary Gardner, an Accounting Technician in permanent status. You have security clearance to the job record and position record.

In the **User Training** database, use the following information to process the promotion.

Hint: Select Workforce Administration > Job Information > Job Data.

FIELD NAME	DATA
Employee ID	006311_ _ (substituting your two-digit code for the blanks)
Plus sign button	Select button to add a row
Effective Date	04/03/2015
Action	Promotion
Reason	COM, Competitive Open Appt
Position Number	00000333
Position Entry Date	04/03/2015
Establishment ID	G24SP
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Full-Time
Empl Class	Probatnry
Officer Code	Non-Manager

Field Name	Data
Classified Indc (view only)	Classified
Standard Hours (view-only)	40.00
Bargaining Unit (view only)	214
Union Code (view only)	MAP
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	6
Green double arrow button (refresh)	Select button
Step Entry Date	04/03/2015
Rate Code	ONSTEP
Comp Rate	17.52
Calculate Compensation	Select button
Compensation Rate (view-only)	17.52
Special Program	None
Salary Authority	MAP
Leave Authority	PE1
Probation Date	10/03/2015
Anniversary/Progression Date	04/03/2015
Last Verification Date	Leave unchanged
Appointment End Date	Blank
Barg Unit Seniority Date	Blank

Field Name	Data
Agency Seniority Date	Accept displayed date
Eligible for Next Increase	4/3/2016
Security Clearance Type	0
Email Address	mary.gardner@state.mn.us
Work Phone Type	Main Business
Telephone	651/555-9876
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Special Elig	MF12

Refer to the *Special Eligibility Codes – Reference* |

Solution

Your pages should resemble the following pages.

Job Data component:

| Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WOC |

Gardner,Mary
Employee

Empl ID 00631102
Empl Record 0

Job Information ❓

Find   First ◀ 1 of 2 ▶ Last

Go To Row

Effective Date	04/03/2015	Action	Promotion
Effective Sequence	0	Reason	Competitive Open Appt
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		

Current

Job Code 003583   Information Technology Spec 1
Entry Date 04/03/2015 📅

Supervisor ID
Reports To
Regular/Temporary Unlimited   Full/Part Full-Time
Empl Class Probatnry ▼   *Officer Code Non-Manager ▼
Regular Shift Day   Shift Rate
Classified Ind Classified   Shift Factor

Standard Hours ❓

Standard Hours   40.00   Work Period SMN   MN Weekly
FTE   1.000000

Contract Number ❓

Contract Number [   ] 🔍   Next Contract Number
Contract Type

▷ 🇺🇸 USA

| Job Data | Employment Data | Benefits Program Participation |

| Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WOC |

Gardner,Mary
Employee

Empl ID 00631102
Empl Record 0

Payroll Information ❓

Find   First ◀ 1 of 2 ▶ Last

Go To Row

Effective Date	04/03/2015	Action	Promotion
Effective Sequence	0	Reason	Competitive Open Appt
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		

Current

Payroll for North America ❓

Pay Group P25   Minnesota Management & Budget
Employee Type [H] 🔍 Hourly   Holiday Schedule [HOL] 🔍 Std. Hol
Tax Location Code [MN] 🔍 Minnesota
GL Pay Type [   ]   FICA Status [Subject ▼]
Combination Code   Edit ChartFields

| Job Data | Employment Data | Benefits Program Participation |

Employee Maintenance   Promotion, Demotion, Transfer, Movement   C-24

State Of Minnesota

All ▼ Search ≫ Advanced Search 🔍 Last Search Results

| Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | Compensation | Leave /WOC |

Gardner,Mary   Empl ID 00631101
Employee   Empl Record 0

Salary Plan ⑦   Find | View All   First ◀ 1 of 2 ▶ Last

Effective Date 04/03/2015   [Go To Row]

Effective Sequence 0   Action Promotion

HR Status Inactive   Reason Competitive Open Appt

Payroll Status Retired   Job Indicator Primary Job

                                                                            Current

Salary Admin Plan 7   ⟳

Grade 64   ⟳   Grade Entry Date 07/14/1970 📅

Step 6 🔍   Step Entry Date 04/03/2015 📅

☐ Includes Wage Progression Rule

| Job Data | Employment Data | | Benefits Program Participation |

State Of Minnesota

All ▼ Search ≫ Advanced Search 🔍 Last Search Results

| Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation** | Leave /WOC |

Gardner,Mary   Empl ID 00631101
Employee   Empl Record 0

Compensation ⑦   Find   First ◀ 1 of 2 ▶ Last

Effective Date 04/03/2015   [Go To Row]

Effective Sequence 0   Action Promotion

HR Status Inactive   Reason Competitive Open Appt

Payroll Status Retired   Job Indicator Primary Job

                                                                            Current

Compensation Rate   17.520000📊   Frequency H Hourly   Annual Rate   36,581.760

Pay Components ⑦   Personalize | Find | 🔗 | 🔲   First ◀ 1 of 1 ▶ Last

| Amounts | Controls | Changes | Conversion | 📊▶ |

	*Rate Code	Seq	Comp Rate		Currency	Frequency	Percent		
1	ONSTEP 🔍	0		17.520000📊	USD 🔍	H 🔍		➕	➖

[Calculate Compensation]

| Job Data | Employment Data | | Benefits Program Participation |

All ▾ | Search | » | Advanced Search | 🔍 Last Search Results

Home | Workli

| Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WOC |

Gardner,Mary   Employee   **Empl ID** 00631101   **Empl Record** 0

Job Option / Leave / WOC   Find   First ◀ 1 of 2 ▶ Last

Go To Row

Effective Date 04/03/2015

Effective Sequence 0   **Action** Promotion

HR Status Inactive   **Reason Code** Competitive Open Appt

Payroll Status Retired   **Job Indicator** Primary Job

Current

Option Code: **Salary Authority:** MAP 🔍 MAPE

Special Program: None ▾   **Leave Authority:** PE1 🔍 MAPE Emp Eligible For Leave

Work Out of Class -- Requires WOC Rate Code on Compensation

WOC Job Code SetID: **Salary Admin Plan:**

Jobcode: **Grade:**

Appointment End Date: **Step:**

Job Data   Employment Data   Benefits Program Participation

Employment Data component:

Benefits Program Participation component:

Action	Result
1. Select **Save**. • Several warning messages may appear. Select **OK** on the warning messages. • If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again.	*Saved* displays briefly in the upper-right corner
2. For this exercise, you will not create or modify a work schedule.	

Demotion

Select the Demotion action when an employee with permanent or probationary status is appointed to a lower job class, with permanent or probationary status. The new job class has a maximum salary that is two or more salary steps below the maximum of the current job class.

Compare Demotion to Movement

Select Demotion if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Select the Movement action if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a demotion.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select **Check Lists**.	HR & Payroll Check Lists appear
3. Select **Demotion**.	Demotion – Reason Codes page displays
4. Scroll down. Select the lightning bolt button next to Voluntary Demotion (VOL). • Read the hint.	A pop up box with a hint appears
5. Select again.	The hint disappears
6. Select **Voluntary Demotion (VOL)**. • Read the check list. • Notice the reason code, VOL.	Demotion – Voluntary Demotion – Check List displays
7. Scroll down to the bottom.	

ACTION	RESULT
8. Select **WHOA! Better Check Those Critical Fields Before This Transaction**. Notice the fields that have required values: • Regular/Temporary • Classified Indc • Empl Class	A pop-up box displays, listing fields with required values
9. Exit SEMA4 Help.	

Process a Demotion – Exercise

In this exercise, you will process a demotion.

Resources

You may use these resources in completing this exercise:

• The step-by-step instructions in the Promotion walk-through
• SEMA4 Help

Directions

Andrea Jones, hired as a Management Analyst 2 on 2/7/1996, is being voluntarily demoted to Management Analyst 1 at another location. The position is classified and unlimited. You have security clearance to the job and position records. You have viewed the position record of the new position, and it does not require any changes.

> The action is **Demotion** because an employee with permanent or probationary status is being appointed to a lower job class, in permanent or probationary status. The new job class has a maximum salary that is two or more salary steps below the maximum of the current job class.

In the **User Training** database, use the following information to process the demotion.

FIELD NAME	DATA
Employee ID	000666_ _ (substituting your two-digit code for the blanks)
Plus sign button	Select button to add a row
Effective Date	04/03/2015
Action	Demotion
Reason	VOL, Voluntary Demotion
Position Number	00030004
Position Entry Date	04/03/2015
Establishment ID	H5542
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Full-Time
Empl Class	Probationary
Officer Code	Non-Manager
Classified Indc (view-only	Classified
Standard Hours (view-only)	40.00
Bargaining Unit (view-only)	214
Union Code (view-only)	MAP
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	3
Green double-arrow button (refresh)	Select button

Field Name	Data
Step Entry Date	04/03/2015
Rate Code	ONSTEP
Comp Rate	17.01
Calculate Compensation	Select button
Compensation Rate (view-only)	17.01
Special Program	None
Salary Authority	MAP
Leave Authority	PE5
Probation Date	10/03/2015
Last Verification Date	Leave unchanged
Appointment End Date	Blank
Barg Unit Seniority Date	Blank
Agency Seniority Date	Leave unchanged
Eligible for Next Increase	04/03/2016
Security Clearance Type	0
Email Address	andrea.jones@state.mn.us
Work Phone Type	Main Business
Telephone	507/444-1111
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Special Elig	MF12 Refer to the *Special Eligibility Codes – Reference*

Solution

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota

All ▼ | Search | » | Advanced Search | 🔍 Last Search Results

Work Location | **Job Information** | Job Labor | Payroll | Salary Plan | Compensation | Leave /WOC

Jones,Andrea C
Employee

Empl ID 00066601
Empl Record 0

Job Information ?

Find | First ◀ 1 of 4 ▶ Last

Go To Row

Effective Date 04/03/2015	
Effective Sequence 0	Action Demotion
HR Status Active	Reason Voluntary Demotion
Payroll Status Active	Job Indicator Primary Job

Current 🗒

Job Code 000006   Management Analyst 1
Entry Date 04/03/2015 📅

Supervisor ID
Reports To 00000017   Administrative Mgt Director 1 00500001 Rowe,Vera C
Regular/Temporary Unlimited   Full/Part Full-Time
Empl Class Probatnry ▼   *Officer Code Non-Manager ▼
Regular Shift Day   Shift Rate
Classified Ind Classified   Shift Factor

Standard Hours ?

Standard Hours   40.00   Work Period SMN   MN Weekly
FTE   1.000000

Contract Number ?

Contract Number [   ] 🔍   Next Contract Number
Contract Type

▶ 🇺🇸 USA

Job Data   Employment Data   Benefits Program Participation

State Of Minnesota

All ▼ | Search | » | Advanced Search | 🔍 Last Search Results

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation | Leave /WOC

Jones,Andrea C
Employee

Empl ID 00066601
Empl Record 0

Payroll Information ?

Find | First ◀ 1 of 4 ▶ Last

Go To Row

Effective Date 04/03/2015	
Effective Sequence 0	Action Demotion
HR Status Active	Reason Voluntary Demotion
Payroll Status Active	Job Indicator Primary Job

Current 🗒

Payroll for North America ?

Pay Group P16   Human Services
Employee Type H 🔍 Hourly   Holiday Schedule HOL 🔍 Std. Hol
Tax Location Code MN 🔍 Minnesota   FICA Status Subject ▼
GL Pay Type [   ]   Edit ChartFields
Combination Code

Job Data   Employment Data   Benefits Program Participation

State Of Minnesota

Home | Worklis

All ▾ | Search | ≫ | Advanced Search | 🔍 Last Search Results

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WOC

Jones,Andrea C   Empl ID 00066601
Employee   Empl Record 0

Salary Plan ⑦

Find | View All   First ◀ 1 of 4 ▶ Last

Go To Row

Effective Date 04/03/2015

Effective Sequence 0   Action Demotion
HR Status Active   Reason Voluntary Demotion
Payroll Status Active   Job Indicator Primary Job

Current 🗒

Salary Admin Plan 14G
Grade 05   Grade Entry Date 04/03/2015 📅
Step 3 🔍   Step Entry Date 04/03/2015 📅
☐ Includes Wage Progression Rule

Job Data   Employment Data   Benefits Program Participation

State Of Minnesota

Home | Wor

All ▾ | Search | ≫ | Advanced Search | 🔍 Last Search Results

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WOC

Jones,Andrea C   Empl ID 00066601
Employee   Empl Record 0

Compensation ⑦

Find   First ◀ 1 of 4 ▶ Last

Go To Row

Effective Date 04/03/2015

Effective Sequence 0   Action Demotion
HR Status Active   Reason Voluntary Demotion
Payroll Status Active   Job Indicator Primary Job

Current 🗒

Compensation Rate   17.010000🖼   Frequency H   Hourly   Annual Rate   35,516.880

Pay Components ⑦

Personalize | Find | 🖼 | 🖩   First ◀ 1 of 1 ▶ Last

Amounts | Controls | Changes | Conversion | 🖩

*Rate Code	Seq	Comp Rate		Currency	Frequency	Percent		
1 ONSTEP 🔍	0		17.010000🖼	USD 🔍	H 🔍		➕	➖

Calculate Compensation

Job Data   Employment Data   Benefits Program Participation

Employment Data component:

Benefits Program Participation component:

ACTION	RESULT

1. Select **Save**.
 	
   • Several warning messages may appear. Select **OK** on the warning messages.
   • If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again.
	Saved displays briefly in the upper-right corner

2. For this exercise, you will not create or modify a work schedule.	

Transfer

Use the Transfer action when an employee in permanent or probationary status is laterally appointed, in permanent or probationary status, to another position in one of the following circumstances:

- The same job class in a different agency or organizational unit; or
- A different job class assigned to the same salary range; or
- A different job class assigned to a salary range which differs by less than two steps at the minimum and maximum; or
- A different job class with a salary range which differs by less than two steps at the maximum but differs by more than two steps at the minimum, if less than a two-step increase is required to pay the employee at the minimum of the new range

A transfer may occur within an agency or organizational unit or between two agencies or organizational units. Reassignment of an employee does not constitute a transfer.

Some examples of reasons for the Transfer action are:

- Agency Transfer – Transferring an employee to a different agency, in the same job class
- Class Transfer – Transferring an employee to a different job class, in the same agency or a different department or agency

When an employee is transferred from one agency to another, the *receiving* agency processes the transfer.

Compare Transfer to Data Change

If the appointment has the same job code *and* the same agency, process a Data Change rather than a Transfer. Use one of the following Data Change reason codes:

- Position Number Change (PSN)
- Position Number Change - Bid (BID)
- Position Number Change - Reassignment (RAS)
- Position Number Change - Expression of Interest (EOI)

Compare Transfer to Movement

Select the Transfer action if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Select the Movement action if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a transfer.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select **Check Lists**.	HR & Payroll Check Lists appear
3. Select **Transfer**.	Transfer – Reason Codes page displays
4. Scroll down. Select the lightning bolt button next to Agency Transfer (ATF). • Read the hint.	A pop up box with a hint appears
5. Select again.	The hint disappears
6. Select **Agency Transfer (ATF)**. • Read the check list. • Notice the reason code, ATF.	Transfer – Agency Transfer – Check List displays
7. Scroll down to the bottom.	
8. Select **WHOA! Better Check Those Critical Fields Before This Transaction**. Notice the fields that have required values: • Regular/Temporary • Classified Indc • Empl Class	A pop-up box displays, listing fields with required values
9. Exit SEMA4 Help.	

Process a Transfer – Exercise

In this exercise, you will process a transfer.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the Promotion walk-through
- SEMA4 Help

Directions

Keith Forest was hired as a Registered Nurse, and has permanent status. He has accepted another Registered Nurse position at a different agency. You have security clearance to the job and position records. You have viewed the position record for the new position, and it does not require any changes.

> The action is **Transfer** because the employee has permanent or probationary status, and is being laterally appointed, in permanent or probationary status, to a position which is in the same job class, in a different agency or organizational unit.

In the **User Training** database, use the following information to process the transfer.

FIELD NAME	DATA
Employee ID	000871_ _ (substituting your two digit code for the blanks)
Plus sign button	Select button to add a row
Effective Date	04/03/2015
Action	Transfer
Reason	ATF, Agency Transfer
Position Number	00000704
Position Entry Date	04/03/2015
Establishment ID	H5542
Regular/Temporary (view-only)	Unlimited
Full/Part (view-only)	Full-Time
Empl Class	Probatnry

FIELD NAME	DATA
Officer Code	Non Manager
Classified Indc (view-only)	Classified
Standard Hours (view only)	40.00
Bargaining Unit (view-only)	205
Union Code	MNA
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	6
Green double-arrow button (refresh)	Select button
Step Entry Date	04/03/2015
Rate Code	ONSTEP
Comp Rate	22.23
Calculate Compensation	Select button
Compensation Rate (view-only)	22.23
Special Program	None
Salary Authority	MNA
Leave Authority	NA1
Probation Date	10/03/2015
Last Verification Date	Leave unchanged
Appointment End Date	Blank
Barg Unit Seniority Date	Leave unchanged

Field Name	Data
Agency Seniority Date	Leave unchanged
Eligible for Next Increase	04/03/2016
Security Clearance Type	0
Email Address	keith.forest@state.mn.us
Work Phone Type	Main Business
Telephone	763/555-2222
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Special Elig	MF12 Refer to the *Special Eligibility Codes – Reference*

Solution

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota

All ▼ | Search | » | Advanced Search | 🔍 Last Search Results

| Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WOC |

Forest,Keith
Employee

Empl ID 00087101
Empl Record 0

Job Information ?   Find   First ◀ 1 of 3 ▶ Last

Go To Row

Effective Date 04/03/2015	
Effective Sequence 0	Action Transfer
HR Status Active	Reason Agency Transfer
Payroll Status Active	Job Indicator Primary Job

Current 🗒

Job Code 001878   Registered Nurse
Entry Date 01/07/1998 📅

Supervisor ID
Reports To
Regular/Temporary Unlimited   Full/Part Full-Time
Empl Class Probatnry ▼   *Officer Code Non-Manager ▼
Regular Shift Day   Shift Rate [   ]
Classified Ind Classified   Shift Factor [   ]

Standard Hours ?

Standard Hours 40.00   Work Period SMN   MN Weekly
FTE 1.000000

Contract Number ?

Contract Number [   ] 🔍   Next Contract Number
Contract Type

▶ 🇺🇸 USA

Job Data   Employment Data   Benefits Program Participation

State Of Minnesota

All ▼ | Search | » | Advanced Search | 🔍 Last Search Results

| Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Leave /WOC |

Forest,Keith
Employee

Empl ID 00087101
Empl Record 0

Payroll Information ?   Find   First ◀ 1 of 3 ▶ Last

Go To Row

Effective Date 04/03/2015	
Effective Sequence 0	Action Transfer
HR Status Active	Reason Agency Transfer
Payroll Status Active	Job Indicator Primary Job

Current 🗒

Payroll for North America ?

Pay Group P18   Veterans Affairs
Employee Type H   Hourly   Holiday Schedule HOL 🔍 Std. Hol
Tax Location Code MN   Minnesota
GL Pay Type [   ]   FICA Status Subject ▼
Combination Code   Edit ChartFields

Job Data   Employment Data   Benefits Program Participation

Employment Data component:

Benefits Program Participation component:

ACTION	RESULT
1. Select **Save**. • Several warning messages may appear. Select **OK** on the warning messages. • If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again.	*Saved* displays briefly in the upper-right corner
2. For this exercise, you will not create or modify a work schedule.	

Movement

Use the Movement action in SEMA4, when an employee is moving:

- From a *non-status* (examples: emergency, temporary, limited) appointment to a *status* (permanent or probationary) appointment; or
- From a *status* appointment to a *non-status* appointment; or
- From a *non-status* appointment to another *non-status* appointment.

If the employee is moving from a status appointment to another status appointment, it is *not* a movement.

Sometimes a transaction has the SEMA4 action Movement, even though it is a promotion for *salary* purposes. If the Movement is a promotion for salary purposes, then you update the Anniversary/Progression Date, which is the field that holds the date of the last hire, rehire, or promotion for salary purposes.

Compare Movement to Transfer, Promotion, and Demotion

Select action Movement if the employee is moving from or to a *non-status* (examples: emergency, temporary, limited) appointment.

Select action Transfer, Promotion, or Demotion if the employee is moving from a *status* (permanent or probationary) appointment to another *status* appointment.

Access SEMA4 Help

First, refer to SEMA4 Help to find out how to process a movement.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents displays
2. Select **Check Lists**.	HR & Payroll Check Lists appear
3. Select **Movement**.	Movement – Reason Codes page displays
4. Scroll down. Select the lightning bolt button next to Temporary Unclassified Appointment (TUN). • Read the hint.	A pop up box with a hint appears
5. Select again.	The hint disappears

ACTION	RESULT
6. Select **Temporary Unclassified Appointment (TUN)**. • Read the check list. • Notice the reason code, TUN.	Movement – Temporary Unclassified Appointment – Check List displays
7. Scroll down, and notice the additional steps to follow (add a row with action Data Change, reason BJC) if the employee was hired or rehired to an insurance-*ineligible* appointment within the 35 days preceding this action, *and* the insurance eligibility is changing.	
8. Scroll down to the bottom.	
9. Select **WHOA! Better Check Those Critical Fields Before This Transaction**. Notice the fields that have required values: • Regular/Temporary • Classified Indc • Empl Class • Appointment End Date	A pop-up box displays, listing fields with required values
10. Exit SEMA4 Help.	

Process a Movement – Exercise

In this exercise, you will process a movement.

Resources

You may use these resources in completing this exercise:

- The step-by-step instructions in the Promotion walk-through
- SEMA4 Help

Directions

Gary Ellis, a temporary unclassified Management Analyst 2, is being appointed to a temporary unclassified Management Analyst 3 position in the Commissioner's Plan, at a different agency. The compensation is off-step. You have reviewed the new position record, and it does not require any changes.

> The action is **Movement** because the employee is moving from a *non-status* appointment to another *non-status* appointment.

The employee currently works for a department to which you do not have security clearance, so you must process an employee department ID change before you enter the movement.

In the **User Training** database, complete the following steps to process the employee department ID change.

ACTION	RESULT
1. Sign in to the **User Training** database, using your training user ID and password.	Main menu appears
2. Select Workforce Administration > Job Information > Department ID Change.	The Department ID Change search page appears
3. In the **EmplID** field, enter the employee's ID. For this example, enter 000411_ _ (substituting your two-digit code for the blanks) and select **Search**.	**Department ID Change** page displays
4. Select the **Employee Dept ID change** check box.	Check box is selected
5. Select **Save.** • If a warning message appears, select **OK**.	**Work Location** page displays, and you now have access to the record

In the **User Training** database, use the following information to process the movement.

FIELD NAME	DATA
Plus sign button	Select button to add a row
Effective Date	04/03/2015
Action	Movement
Reason	TUN, Temporary Unclassified Appt
Position Number	01080003
Position Entry Date	04/03/2015
Establishment ID	E7700
Regular/Temporary (view-only)	Limited
Full/Part (view-only)	Full-Time
Empl Class	Not Applic
Officer Code	Non-Manager
Classified Indc (view-only)	Unclassified
Standard Hours (view-only)	40.00
Bargaining Unit (view-only)	217
Union Code (view-only)	UNR
Pay Group (view-only)	(ignore displayed data)
Holiday Schedule	HOL
Employee Type	H
Tax Location Code	MN
FICA Status	Subject
Grade Entry Date	Accept default
Step	Blank because compensation is off-step
Step Entry Date	Blank
Rate Code	OFFRNG Refer to *Off Step Rate Codes – Reference*

FIELD NAME	DATA
Comp Rate	20.56
Calculate Compensation	Select button
Compensation Rate (view-only)	20.56
Special Program	None
Salary Authority	NUE
Leave Authority	NM1
Probation Date	Blank
Last Verification Date	Leave unchanged
Appointment End Date	12/31/2015
Barg Unit Seniority Date	Blank
Agency Seniority Date	5/19/2008
Eligible for Next Increase	04/03/2016
Security Clearance Type	0
Email Address	gary.ellis@state.mn.us
Work Phone Type	Main Business
Telephone	651/555-1313
Salary Authority	Leave unchanged
Retirement Code	AA
Benefits	STATE
Special Elig	MF12 Refer to the *Special Eligibility Codes – Reference*

Solution

Your pages should resemble the following pages.

Job Data component:

State Of Minnesota

All ▼ | Search | » | Advanced Search | Last Search Results

Work Location | **Job Information** | Job Labor | Payroll | Salary Plan | Compensation | Leave /WOC

Ellis,Gary
Employee

Empl ID 00041101
Empl Record 0

Job Information ?

Find | First ◄ 1 of 3 ► Last

Effective Date	04/03/2015		Go To Row
Effective Sequence	0	Action	Movement
HR Status	Active	Reason	Temporary Unclassified Appt
Payroll Status	Active	Job Indicator	Primary Job

Current 🗒

Job Code	000893	Management Analyst 3	
Entry Date	04/03/2015 🗓		

Supervisor ID			
Reports To			
Regular/Temporary	Limited	Full/Part	Full-Time
Empl Class	Not Applic ▼	*Officer Code	Non-Manager ▼
Regular Shift	Day	Shift Rate	
Classified Ind	Unclassified	Shift Factor	

Standard Hours ?

Standard Hours	40.00	Work Period SMN	MN Weekly
FTE	1.000000		

Contract Number ?

Contract Number	🔍	Next Contract Number
Contract Type		

▶ 🇺🇸 USA

Job Data | Employment Data | Benefits Program Participation

State Of Minnesota

All ▼ | Search | » | Advanced Search | Last Search Results

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation | Leave /WOC

Ellis,Gary
Employee

Empl ID 00041101
Empl Record 0

Payroll Information ?

Find | First ◄ 1 of 3 ► Last

Effective Date	04/03/2015		Go To Row
Effective Sequence	0	Action	Movement
HR Status	Active	Reason	Temporary Unclassified Appt
Payroll Status	Active	Job Indicator	Primary Job

Current 🗒

Payroll for North America ?

Pay Group	P24	Small Agency		
Employee Type	H 🔍	Hourly	Holiday Schedule	HOL 🔍 Std. Hol
Tax Location Code	MN 🔍	Minnesota	FICA Status	Subject ▼
GL Pay Type				Edit ChartFields
Combination Code				

Job Data | Employment Data | Benefits Program Participation

Employment Data component:

Benefits Program Participation component:

ACTION	RESULT

1. Select **Save.**
 	
    • Several warning messages may appear. Select **OK** on the warning messages.
    • If a system-required field has been left empty or entered incorrectly, complete or fix the field and save again.
	Saved displays briefly in the upper-right corner

2. For this example, the employee was *not* hired or rehired to an insurance-ineligible appointment within the 35 days preceding this action, so you do not need to do any additional steps.	
3. If the Leave Accrual date needs to be updated, enter it on the Biographical Details page in the Workforce Administration > Personal Information > Modify a Person component. For this exercise, there are no changes.	
4. For this exercise, you will not create or modify a work schedule.	

Review Questions

To review what you have learned, answer the following questions. If you have difficulty answering the questions, review the topic.

1. Movement is an appropriate action when:

    a. An employee is moving from an appointment with permanent or probationary status, to an appointment with permanent or probationary status.
    b. An employee is moving from an appointment with permanent or probationary status, to a non-status appointment.
    c. An employee is moving from a non-status appointment, to an appointment with permanent or probationary status.
    d. An employee is moving from a non-status appointment, to a non-status appointment.
    e. b, c, or d

2. If the employee was hired or rehired to an insurance-ineligible appointment *within* the 35 days preceding the action, *and* the insurance eligibility is changing, you need to add another row with action Data Change, reason _____.

    a. BJC
    b. OTH
    c. NON
    d. INS

3. On which page would you enter the date the employee's probation ends?

    a. Work Location
    b. Employment Information
    c. Salary Plan
    d. Identity/Diversity

4. Only employees with _____ status are eligible for demotion.

    a. permanent or probationary
    b. permanent or classified
    c. classified or unlimited
    d. trainee or temporary

5. When an employee is transferred from one agency to another, which agency processes the transfer?

    a. The current agency
    b. Department of Administration
    c. The receiving agency
    d. Department of Management & Budget (MMB)

6. When using the Transfer action, the employee must be moving from a _____ appointment to _____ _____ appointment.

    a. status, a non-status
    b. status, another status
    c. non-status, another non-status
    d. unclassified, a classified

7. On a promotion, which value must the Classified Indc field display?

    a. Classified
    b. Unclassified
    c. Any valid value
    d. Non-Status

8. Only employees in _____ status can be promoted.

    a. unlimited or limited
    b. unclassified or classified
    c. permanent or probationary
    d. permanent or intern

9. If a Movement transaction is a *promotion for salary purposes*, then you update the _____ field, which contains the date of the last hire, rehire, or promotion for salary purposes.

    a. Appointment End Date
    b. Anniversary/Progression Date
    c. Probation Date
    d. Expected Return Date

Check your answers on the next page.

Review Answers

Check your answers to the review questions.

1. Movement is an appropriate action when:

    e. b, c, or d

2. If the employee was hired or rehired to an insurance-ineligible appointment *within* the 35 days preceding the action, *and* the insurance eligibility is changing, you need to add a row with action Data Change, reason _____.

    a. BJC

3. On which page would you enter the date the employee's probation ends?

    b. Employment Information

4. Only employees with _____ status are eligible for demotion.

    a. permanent or probationary

5. When an employee is transferred from one agency to another, which agency processes the transfer?

    c. The receiving agency

6. When using the Transfer action, the employee must be moving from a _____ position to _____ _____ position.

    b. status, another status

7. On a promotion, which value must the Classified Indc field display?

    a. Classified

8. Only employees in _____ status can be promoted.

    c. permanent or probationary

9. If a Movement transaction is a *promotion for salary purposes*, then you update the _____ field, which contains the date of the last hire, rehire, or promotion for salary purposes.

    b. Anniversary/Progression Date

Pull out these pieces from the Promotion, Demotion, Transfer, Movement topic:

- *Things to Consider Before You Enter Data*, at the beginning of this topic
- *SEMA4 Tips*, located before the Exercises in this topic

Whenever you need to process a promotion, demotion, transfer, or movement, refer to *Things to Consider Before You Enter Data*. After entering the transaction, check your work using *SEMA4 Tips*.

Continue to the next topic, *Manage Hires*.

Manage Hires

To process an appointment from Recruiting Solutions, you use **Manage Hires** in SEMA4.

Manage Hires is the "bridge" that brings information from Recruiting Solutions to Personal Information and Job Data in SEMA4. Manage Hires brings the selected candidate's data to SEMA4 in one of four ways: Hire, Rehire, Add Concurrent Job or Transfer.

For example, if you need to process a promotion, demotion, transfer, or movement, the Manage Hires type of hire is **Transfer**. Once you have accessed Manage Hires and selected the record to process, the rest of the pages are the same pages you used in the learning guide.

The path to Manage Hires is Workforce Administration > Personal Information > Manage Hires. The following example shows a transaction with type of hire "Transfer."

Manage Hires Resources

In Section A of the learning guide, you found Manage Hires information in the HR Toolbox.

To review how to use Manage Hires to process a promotion, demotion, transfer, or movement, select https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/human-resource-systems/sema4/manage-hires.jsp and refer to this topic:

- Mange Hires Instructions – see the *Transfer* chapter
  or
- Manage Hires - Quick Start – see the *Transfer* chapter

Access SEMA4 Help

Find the Manage Hires step-by-step instructions in SEMA4 Help.

ACTION	RESULT
1. Access SEMA4 Help.	SEMA4 Help Contents is displayed
2. Select **Index** and type "manage hires"	Index displays
3. Select **Manage Hires**.	
4. Select **Manage Hires – Steps**.	Manage Hires – Steps displays
5. Notice that based on the **Type of Hire** field, there are four sets of instructions: • Hire • Rehire • Add Concurrent Job • Transfer	
6. Select **Transfer**. • Read the instructions. • Notice that In Recruiting Solutions and Manage Hires, type of hire "Transfer" refers to any appointment of a current employee (examples: promotion, demotion, transfer, movement).	Transfer using Manage Hires displays
7. Exit SEMA4 Help.	

Review Questions

To review, answer the following questions. If you have trouble answering the questions, refer to the Manage Hires resources in the HR Toolbox, or SEMA4 Help.

1. To process a promotion from Recruiting Solutions, you use _____ in SEMA4.

   a. Manage Hires
   b. Job Data
   c. Modify a Person
   d. Add Employment Instance

2. To access Manage Hires, select Workforce Administration > _____ > Manage Hires.

   a. Recruiting Solutions
   b. Person Profile
   c. Position Management
   d. Personal Information

3. To process a demotion from Recruiting Solutions, the type of hire is _____.

   a. Manage Hires
   b. Demotion
   c. Transfer
   d. Data Change

4. To process a movement from Recruiting Solutions, the type of hire is _____.

   a. Job Data
   b. Movement
   c. Add Concurrent Job
   d. Transfer

5. When processing type of hire Transfer, on the Manage Hires Detail page, you use the drop-down list to choose _____.

   a. a position number
   b. an employment record number
   c. an effective date sequence number
   d. a business unit

6. After you have completed all the pages and selected **OK**, the Manage Hires page displays again, and the employee's name _____.

   a. is still on the list
   b. is no longer on the list
   c. is moved to the bottom of the list
   d. is grayed out on the list

Review Answers

Check your answers to the review questions.

1. To process a promotion from Recruiting Solutions, you use _____ in SEMA4.

   a. Manage Hires

2. To access Manage Hires, select Workforce Administration > _____ > Manage Hires.

   d. Personal Information

3. To process a demotion from Recruiting Solutions, the type of hire is _____.

   c. Transfer

4. To process a movement from Recruiting Solutions, the type of hire is _____.

   d. Transfer

5. When processing type of hire Transfer, on the Manage Hires Detail page, you use the drop-down list to choose _____.

   b. an employment record number

6. After you have completed all the pages and selected **OK**, the Manage Hires page displays again, and the employee's name _____.

   b. is no longer on the list

You have completed Section C of Employee Maintenance!
Continue on to additional section(s) of the learning guide.